



CREDIT CARD SALE

Idle Prompt	Swipe card at idle prompt or press [F2] for sale.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Card Present	Yes [F1] No [F2]	Press [F1] for card present. Press [F2] for card not present.
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Customer Number:	Key in customer number and press [ENTER].	
Destination Zip:	Key in destination zip code and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Amount: \$	Key in the amount and press [ENTER].	
Tax Exempt?	Yes No	Press [F1] if transaction is tax exempt. Press [F2] if transaction is not tax exempt.
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.	
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.	
Code Present? Xread	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.	
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:	Key in the appropriate password and press [ENTER].	
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.	
Code Present? Xread	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].	

CREDIT CARD PHONE ORDER

Idle Prompt	Press [ARROW] twice.	
EBT Bal Inq [F1] Auth Only [F2] Phone Order [F3] Other Setup [F4]	Press [F3] for phone order.	
Password:	Key in the password and press [Enter].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Account #:	Key in card number and press [ENTER].	
Choose Card:	Purch: Credit:	Press [F1] for purchase card. Press [F2] for credit card.
Exp Date (MMYY):	Key in expiration date in MMYY format and press [ENTER].	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Customer Number:	Key in customer number and press [ENTER].	
Destination Zip:	Key in destination zip code and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Amount: \$	Key in the amount and press [ENTER].	
Tax Exempt? Yes No	Press [F1] if transaction is tax exempt. Press [F2] if transaction is not tax exempt.	
Tax Amt: \$	Key in the amount of tax or press [ENTER] to bypass.	
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.	
Code Present? Xread	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.	
Send Duplicate? Yes No	Press [F1] to send duplicate. Press [F2] to cancel transaction.	
Password:	Key in the appropriate password and press [ENTER].	
Print Cust Copy Yes No	Press [F1] to print customer copy. Press [F2] to print only merchant copy.	
Tear Receipt Press Enter Key	Press [ENTER].	

AUTH ONLY

Idle Prompt	Press [ARROW] twice.	
EBT Bal Inq [F1] Auth Only [F2] Phone Order [F3] Other Setup [F4]	Press [F2] for auth only.	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Customer Number :	Key in customer number and press [ENTER].	
Destination Zip:	Key in zip code and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Amount: \$ 0.00	Key in the amount and press [ENTER].	
V-Code:	Key in the CVD code from back of card or press [ENTER] to bypass.	
Code Present? Xread	No [F1] Xread [F2]	Press [F1] if code is not present. Press [F2] if code is unreadable.
Address:	Key in the cardholder address or press [ENTER] to bypass.	
Zip Code:	Key in the cardholder ZIP code or press [ENTER] to bypass.	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy Yes No	Press [F1] to print customer copy. Press [F2] to print only merchant copy.	
Tear Receipt Press Enter Key	Press [ENTER].	

FORCE SALE

Idle Prompt	Press [ARROW] once.	
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.	
Password:	Key in the appropriate password and press [ENTER].	
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].	
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].	
Choose Card:	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].	
Password:	Key in the appropriate password and press [ENTER].	
Choose Tran: Sale Phone	Press [F1] for a sale. Press [F2] for a phone order.	
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].	
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key	Press [ENTER].	
Cust Ref #:	Key in the customer reference # or press [ENTER] to bypass.	
Invoice Number:	Key in the invoice number and press [ENTER].	
Customer number:	Key in customer number and press [ENTER].	
Destination Zip:	Key in the shipping destination zip and press [ENTER].	
Clerk Id:	Key in the clerk ID number and press [ENTER].	
Amount: \$ 0.00	Key in the amount and press [ENTER].	
Tax Exempt? Yes No	Press [F1] if transaction is tax exempt. Press [F2] if transaction is not tax-exempt.	
Tax Amt: \$ 0.00	Key in the amount of tax or press [ENTER] to bypass.	
Appr Code:	Key in authorization number and press [ENTER].	
Waiting for answer Please wait...	(No action while processing)	
Print Cust Copy Yes No	Press [F1] to print customer copy. Press [F2] to print only merchant copy.	
Tear Receipt Press Enter Key	Press [ENTER].	

REFUND		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F2]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
	Credit [F1] Debit [F2] EBT [F3]	Press [F1] for credit.
Choose Card:		
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Last 4 dgts Acct:		Key in the last 4 digits of card number and press [ENTER].
[Account #] Confirm	Yes [F1] No [F2]	Press [F1] if card number matches. Press [F2] to cancel transaction.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Customer Number:		Key in customer number and press [ENTER].
Destination Zip:		Key in zip code and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Amount :\$	0.00	Key in the amount and press [ENTER].
Tax Exempt?	Yes No	Press [F1] if tax exempt. Press [F2] to enter a tax amount.
Tax Amt: \$	0.00	Key in the amount of tax or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

DEBIT SALE		
Idle Prompt		Swipe debit card at idle prompt.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F1] for debit.
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk ID:		Key in the clerk ID number and press [ENTER].
Amount : \$	0.00	Key in the amount or press [ENTER] to bypass.
Tax Amt: \$		Key in the amount of tax or press [ENTER] to bypass.
Cash: \$	0.00	Key in the cash back amount or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

DEBIT REFUND		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe debit card.
	Debit [F1] EBT [F2]	Press [F1] for debit.
Choose Card:		
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Amount: \$		Key in the amount and press [ENTER].
Tax Amt: \$		Key in the amount of tax or press [ENTER] to bypass.
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT SALE - CASH BENEFIT		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
	Cash [F1] Food [F2]	Press [F1] for cash.
Trans Type:		
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Amount : \$	0.00	Key in the cash back amount and press [ENTER].
Cash: \$		Key in the cash back amount or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT SALE - FOOD STAMP		
Idle Prompt		Swipe EBT card at idle prompt or press [F2] for sale.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Amount:		Key in the amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT FORCE - CASH BENEFIT		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F1] for cash.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Appr Code:		Key in authorization number and press [ENTER].
Voucher S/N:		Key in the voucher number and press [ENTER].
Amount:		Key in the amount and press [ENTER].
Cash: \$		Key in the cash back amount or press [ENTER] to bypass.
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT FORCE - FOOD STAMP		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F2] for force.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Trans Type:	Cash [F1] Food [F2]	Press [F2] for food.
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Appr Code:		Key in authorization number and press [ENTER].
Voucher S/N:		Key in the voucher number and press [ENTER].
Amount: \$		Key in the amount and press [ENTER].
Send Duplicate?	Yes [F1] No [F2]	Press [F1] to send duplicate. Press [F2] to cancel transaction.
Password:		Key in the appropriate password and press [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT REFUND - FOOD STAMP		
Idle Prompt		Press [ARROW] once.
	Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F1] for refund.
Password:		Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Next [F2] Slct [F3] Exit [F4]	Press [F1] for previous merchant. Press [F2] for next merchant. Press [F3] to select displayed merchant. Press [F4] to exit.
Merch Passwd:		Key in the merchant password and press [ENTER].
Swipe or Enter Account #:		Swipe card or key in the card number and press [ENTER].
Choose Card:	Debit [F1] EBT [F2]	Press [F2] for EBT.
Exp Date (MMYY):		Key in the expiration date in MMYY format and press [ENTER].
Password:		Key in the appropriate password and press [ENTER].
Imprint Card Press Enter Key		Press [ENTER].
Cust Ref #:		Key in the customer reference # or press [ENTER] to bypass.
Invoice Number:		Key in the invoice number and press [ENTER].
Clerk Id:		Key in the clerk ID number and press [ENTER].
Amount: \$		Key in amount and press [ENTER].
Enter PIN on PINPad		Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...		(No action while processing)
Print Cust Copy	Yes [F1] No [F2]	Press [F1] to print customer copy. Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key		Press [ENTER].

EBT BALANCE INQUIRY	
Idle Prompt	Press [ARROW] twice.
EBT Bal Inq [F1] Auth Only [F2] Other Setup [F3] Clerk Setup [F4]	Press [F1] for EBT balance inquiry.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Swipe or Enter Account #:	Swipe card or key in the card number and press [ENTER].
Exp Date (MMYY):	Key in the expiration date in MMYY format and press [ENTER].
Trans Type:	Cash [F1] Press [F1] for cash benefit inquiry. Food [F2] Press [F2] for food stamp inquiry.
Clerk Id:	Key in the clerk ID number and press [ENTER].
Enter PIN on PINPad	Customer keys PIN number on PIN pad and presses [ENTER].
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy	Yes [F1] Press [F1] to print customer copy. No [F2] Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

REPRINT	
Idle Prompt	Press [ARROW] once.
Refund [F1] Force [F2] Reprint [F3] Check [F4]	Press [F3] for reprint.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F2] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Reprint Last Receipt [F2] Any Receipt [F3]	Press [F2] to print last receipt. Press [F3] to print other receipt.
Invoice Number:	Key in the invoice number and press [ENTER].
Reprint Receipt	Receipt prints.

VOID	
Idle Prompt	Press [F4] for void.
Password:	Key in the appropriate password and press [ENTER].
1= [Merchant 1]	Prev [F1] Press [F1] for previous merchant. Next [F2] Press [F2] for next merchant. Slct [F3] Press [F3] to select displayed merchant. Exit [F4] Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Void Last Trans?	Yes [F1] Press [F1] to void last transaction. No [F2] Press [F2] to void other transaction.
Retrieve by:	Inv# [F1] Press [F1] to pull up by invoice #. Acct# [F2] Press [F2] to pull up by account #.
Invoice Number:	Key in the invoice number and press [ENTER].
Last 4 dgts Acct:	Key in the last 4 digits of card number and press [ENTER].
[Account #] \$ XX.XX	Yes [F1] Press [F1] to void transaction. No [F2] Press [F2] to return to idle prompt. Next [F3] Press [F3] to view next transaction.
Waiting for answer Please wait...	(No action while processing)
Print Cust Copy	Yes [F1] Press [F1] to print customer copy. No [F2] Press [F2] to print only merchant copy.
Tear Receipt Press Enter Key	Press [ENTER].

CLERK MANAGEMENT - LOG ON/OFF CLERK	
Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F2] to log on clerk. Press [F3] to log off clerk.
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Password:	Key in clerk's password and press [ENTER].
Confirm	Yes [F1] Press [F1] to log on/off clerk. No [F2] Press [F2] to cancel.
Logoff/on is successful	Terminal will display confirmation of logon/off and will return to the idle prompt.

CLERK MANAGEMENT - ADD CLERK	
Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [F4] to add clerk to terminal.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the new clerk and press [ENTER].
Password:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk adding.

CLERK MANAGEMENT - MODIFY CLERK	
Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] once.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F1] for modify clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Old Pass:	Key in the old clerk password and press [ENTER].
New Pass:	Key in the new clerk password and press [ENTER].
Reenter:	Key in the new password again for confirmation and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit.

CLERK MANAGEMENT - DELETE CLERK	
Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1] Batch Auth [F2]	Press [F1] for clerk setup.
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER Log On Clerk [F2] Log Off Clerk [F3] Add Clerk [F4]	Press [ARROW] for more options.
Modify Clerk [F1] Delete Clerk [F2] Clear Clerks [F3]	Press [F2] for delete clerk.
Password:	Key in the appropriate password and press [ENTER].
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Password:	Key in the clerk password and press [ENTER].
Clerk Id:	Prompt will continue to display until [CLEAR] is pressed to exit. Repeat for each clerk deleting.

CLERK MANAGEMENT - CLERK REPORTS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [F4] for clerk reports.
Totals Report [F2]	
Detail Report [F3]	
Clerk Reports [F4]	
CLERK REPORTS	Press [F2] for clerk totals.
Totals Report [F2]	Press [F3] for clerk detail.
Detail Report [F3]	Press [F4] for shift report.
Shift Report [F4]	Press [ARROW] for more options.
CLERK REPORTS	Press [F1] to print clerk table.
Clerk Table [F1]	
One [F1]	Press [F1] for single clerk detail.
All [F2]	Press [F2] for all clerk detail.
Clrk Rpt Options	
Clerk Id:	Key in the ID number of the clerk and press [ENTER].
Clerk Report	Report prints.

CLERK MANAGEMENT - CLEAR CLERKS

Idle Prompt	Press [ARROW] three times.
Clerk Setup [F1]	Press [F1] for clerk setup.
Batch Auth [F2]	
Password:	Key in the appropriate password and press [ENTER].
CONFIGURE SERVER	Press [ARROW] for more options.
Log On Clerk [F2]	
Log Off Clerk [F3]	
Add Clerk [F4]	
Modify Clerk [F1]	Press [F3] for clear clerks.
Delete Clerk [F2]	
Clear Clerks [F3]	
Clerk tIs clear	Terminal confirms that clerks have been cleared and returns to the idle prompt.

MANUAL SHIFT CLOSE

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Increment Shift#	Yes [F1] Press [F1] to increment shift #. No [F2] Press [F2] for other options.
Reset Shift#	Yes [F1] Press [F1] to reset shift # to 1. No [F2] Press [F2] to continue with current shift.
Shift # is X	Shift # is displayed and terminal returns to idle prompt.

EDITING AUTO SHIFT TIMES

Idle Prompt	Press [1].
Password:	Key in the appropriate password and press [ENTER].
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] for next shift.
Sltct [F3]	Press [F3] to modify shift displayed.
Exit [F4]	Press [F4] to exit.
Prev [F1]	Press [F1] for end time.
Next [F2]	Press [F2] for start time.
Edit [F3]	Press [F3] to modify shift display.
Exit [F4]	Press [F4] to exit.
Prev [F1]	Key in the new shift number and press [ENTER].
Next [F2]	
Edit [F3]	
Exit [F4]	
Prev [F1]	Press [F1] for end time.
Next [F2]	Press [F2] for start time.
Edit [F3]	Press [F3] to view shift start time.
Exit [F4]	Press [F4] to exit.
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] to view the shift end time.
Edit [F3]	Press [F3] to edit the shift start time.
Exit [F4]	Press [F4] to exit.
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] to view the shift end time.
Edit [F3]	Press [F3] to edit the shift start time.
Exit [F4]	Press [F4] to exit.
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] to view shift end time.
Edit [F3]	Press [F3] to edit shift end time.
Exit [F4]	Press [F4] to save changes and exit.
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] to view shift start time.
Edit [F3]	Press [F3] to edit shift end time.
Exit [F4]	Press [F4] to save changes and exit.
Cncl [F1]	Press [F1] to cancel changes.
OK [F2]	Press [F2] to save changes.
Prev [F1]	Press [F1] for previous shift.
Next [F2]	Press [F2] for next shift.
Sltct [F3]	Press [F3] to select shift displayed.
Exit [F4]	Press [F4] or [CLEAR] to exit.

REPORTS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [F2] for totals report.
Totals Report [F2]	Press [F3] for detail report.
Detail Report [F3]	Press [F4] for clerk reports.
Clerk Reports [F4]	Press [ARROW] for more reports.
Batch Review [F1]	Press [F1] for batch review.
Batch History [F2]	Press [F2] for batch history.
Terminal Rpts [F3]	Press [F3] for terminal reports.
Merchant Report [F4]	Press [F4] for merchant report.
	Press [ARROW] for more reports.
[Name of Report]	Report prints.

SETTLEMENT

Idle Prompt	Press [F3] for settlement.
Password:	Key in the appropriate password and press [ENTER].
Sales: \$ XX.XX	Confirm totals, press [ENTER].
Refunds: \$ XX.XX	
Total: \$ XX.XX	
Enter to confirm	
Sales: \$ XX.XX	Key in the sales total and press [ENTER].
Refunds: \$ XX.XX	Key in the refund total and press [ENTER].
Total: \$ XX.XX	Key in the batch total and press [ENTER].
Waiting for answer	(No action while processing)
Please wait...	
Settlement Successful	Settlement report prints and terminal returns to idle prompt.

VIEWING BATCH TOTALS

Idle Prompt	Press [REPORTS] hot key.
Password:	Key in the appropriate password and press [ENTER].
REPORTS	Press [ARROW] for more reports.
Totals Report [F2]	
Detail Report [F3]	
Clerk Reports [F4]	
Batch Review [F1]	Press [F1] for batch review.
Batch History [F2]	
Terminal Rpts [F3]	
Merchant Report [F4]	
BATCH REVIEW	Press [F2] for totals review.
Totals Review [F2]	
Detail Review [F3]	
1=	Press [F1] for previous merchant.
[Merchant 1]	Press [F2] for next merchant.
Sltct [F3]	Press [F3] to select displayed merchant.
Exit [F4]	Press [F4] to exit.
Merch Passwd:	Key in the merchant password and press [ENTER].
Prev [F1]	Press [F1] for previous host.
Next [F2]	Press [F2] for next host.
Sltct [F3]	Press [F3] to view totals for host displayed.
Exit [F4]	Press [F4] to exit.
Host: [Host]	Press [ENTER] to return to batch review menu.
Sales: \$ XX.XX	
Refunds: \$ XX.XX	
Total: \$ XX.XX	

AVS RESPONSE CODES

<i>VISA</i>	<i>DESCRIPTION</i>
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
E	Error - Transaction ineligible for AVS or edit error found.
S	AVS not supported by issuer.

<i>MASTERCARD</i>	<i>DESCRIPTION</i>
X	Exact - Match on address and 9-digit ZIP Code.
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

AVS RESPONSE CODES

<i>DISCOVER</i>	<i>DESCRIPTION</i>
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
W	Whole - 9-digit ZIP Code matches, address does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.

<i>AMERICAN EXPRESS</i>	<i>DESCRIPTION</i>
Y	Yes - Exact match on address and ZIP Code.
A	Address matches, ZIP Code does not.
Z	ZIP Code matches, address does not.
N	Neither address nor ZIP Code match.
U	Address information unavailable, or issuer does not support AVS.
R	Retry - Issuer's system unavailable or timed out.
S	AVS not supported by issuer.

